



The Romani Cultural and Arts Company  
Temple Court  
13a Cathedral Road  
Cardiff  
CF11 9HA

## **SCHOOL GROUPS ATTENDING EVENTS**

Any children attending any events organised by The Romani Cultural & Arts Company are the sole responsibility of their school and the staff attending with them.

It is the responsibility of the school to ensure that:

- There is sufficient staffing for the number of children.
- Accompanying staff are appropriately vetted and have DBS checks in place.
- Accompanying staff are made aware of their responsibilities relating to supervision of the children throughout their time out of school.
- There is appropriate first aid provision / skills within the accompanying staff (where appropriate).

In attending the event organised by RCAC, the accompanying school staff accept that:

- They (accompanying adults) are solely responsible for the safety and behaviour of the children in their care throughout the visit / event.
- They (accompanying adults) must remain with their group of children throughout the visit / event.
- They (accompanying adults) must not leave the premises / venue of the visit / event at all during the visit / event.
- They (accompanying adults) must secure appropriate conduct and behaviour of their group of children throughout the event / visit.
- They (accompanying adults) must make themselves aware of the location and provision of first aid on arrival at the venue.

In attending the event organised by RCAC, the accompanying school staff accept that 'appropriate conduct and behaviour' for children means:

- That children walk around the venue calmly. Children must not be allowed to run around.
- That children are calm and keep their volume in check. Children must respect the needs of the venue and not scream, shout, push each other, etc.
- That children are polite to other users or visitors to the venue.
- That children remain within their group and with accompanying adults unless given instructions to do otherwise. Children cannot be allowed to wander unchecked without some degree of supervision and adult awareness of where they are.

NAME OF SCHOOL: \_\_\_\_\_

LEAD SUPERVISING ADULT: \_\_\_\_\_  
(signing on behalf of the school)

DATE: \_\_\_\_\_

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**THIS FORM MUST BE COMPLETED AND RETURNED BY 4th MAY OR YOU WILL NOT BE ABLE TO COME TO THE EVENT**

The Romani Cultural and Arts Company is registered as a charity (No. 1138150) and a company limited by guarantee (No. 07005660)